



REGISTRATION: CLUB MEETINGS

TO BE COMPLETED BY THE STUDENT EVENT COORDINATOR

Name of Student Organization _____

Meeting date(s) - *This request can be for one meeting, the entire semester or entire year*

Start Time _____ End Time _____

Room Request (if you have one) _____ Second Choice (if you have one) _____

The Event Coordinator and Advisor will be notified as soon as the room reservation is confirmed.

Unless instructed otherwise, notice of this meeting – once approved and scheduled - will be:

1. Posted on the BVCTC website calendar (date and time only). If you would like to additional information included, (i.e. new members welcome, voting today for officers, members are reminded to bring club dues, etc.), please note it here: _____

2. Included in the "What's Happening in STUDENT LIFE" email sent every Sunday from the Office of Student Life
3. Included in the "WEEK AT A GLANCE" flyers distributed on campus
4. Included as an announcement in the weekly Student Life e-newsletter

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By signing below, I accept responsibility for this event with the understanding that

- I, and my organization, am accountable for the actions of the guests at this function (if applicable).
- I am required to be present throughout the event.
- I am to ensure that the meeting is in compliance with all rules and regulations pertaining to building and facilities use.
- It is the sole responsibility of the organization to collect and deposit monies into an appropriate student organization account (if applicable).

**Student Event Coordinator**

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

College email \_\_\_\_\_@my.bridgevalley.edu Phone \_\_\_\_\_

**Advisor**

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_